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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer, TR

DATE: 12 October 1955

FROM : Chief, Instructional Services Branch, TR

SUBJECT: Weekly Activity Report No. 41  
5 - 11 October 1955

## I. SIGNIFICANT ITEMS

None

## II. OTHER ACTIVITIES

1. Catalog of Courses: Revisions, 1 November 1955, all catalogs: The two Headquarters issues were received from PPS/TR and approximately 100 course descriptions were re-typed, several pages deleted, and additions and/or corrections were included; materials ready for reproduction. The Field catalog (200-1) has been received and the typing has begun. The materials will be sterilized and submitted to the CI Staff for approval. The final artwork on the long-term schedule of courses is being prepared by VAS/ISB.

2. Glossary of Intelligence Terminology: 100 pages of 50 copies each were reproduced and collated; 12 copies were forwarded to C/PPS/TR, and the additional copies have been retained in the vault, 2031, R&S Building.

### 3. Bibliographies and Research:

a. Controls in China—The material is being prepared by TSS for the Office of Training, to be used as background information for the RO course at [ ] The study will be completed within one week.

b. [ ] OS instructor has been furnished with miscellaneous information (Source: State Dept.) dealing with [ ]

c. Materials dealing with Perception and Memory re: Intelligence Reporting have been made available for [ ] C/LIB/[ ] has forwarded a total of 13 items for use by the instructor.

d. A preliminary bibliography of materials dealing with the study of Russian art and architecture has been compiled by ISB, and is presently being typed for processing.

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4. Library Personnel— [ ] staff will be on duty [ ] during the period 24 October through 10 November. [ ] has delayed her departure until 4 November in order to give [ ] a thorough briefing. Miss [ ] was interviewed for the permanent position of Librarian at [ ] and has accepted the position. [ ] will be released from the Analysis Branch/OCR on 28 October. She will be trained at the Reference Branch/OCR and [ ] Library during the week of 31 October-4 November. [ ] is scheduled to arrive at [ ] on 7 Nov. 25X1

5. The library stacks in the LETS Area Reading Room will be erected 13/14 October. [ ] staff will assist in arranging the materials. 25X1

6. Training aids completed during the week:

- a. BASIC/BOC. Revised one display unit for the BOC Exhibit.
- b. LANG/AREA. Processed a total of 12, 3½ x 4-inch.
- c. INTEL/IPM. Miscellaneous cards, total 1.
- d. INTEL/CWC. Designed and completed the artwork of 1 training chart.
- e. The preliminary layouts of 28 charts have been completed, as per request by instructor Anti-Communist Ops. course.

7. Chief, ISB assisted [ ] Basic School, in the training of individuals connected with Project [ ] C/ISB presented materials dealing with the preparation, use and evaluation of charts, graphs, and audio-visual training aids. 25X1 25X1

8. Personnel:

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a. [ ] is being trained by the Analysis Branch/OCR Library during the period 11 - 21 October.

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b. [ ] is on military leave for a period of two weeks, starting 10 October. 25X1



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